

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 21 May 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number 20, Week of 14 - 20 May 1957

25X1

1. Numbers in Clerical Induction Training. During the week of 14 May there were [] people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [] people for the week of 14 May. 25X1

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 14 May were as follows:

	Tested	Qualified	
Shorthand	[]	[]	25X1
Typewriting			

4. Clerical Skills Qualification Tests Administered by Clerical Refresher Training. The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 20 May were as follows:

	Tested	Qualified	
Shorthand	[]	[]	25X1
Typewriting			

5. Special Executive IBM Instruction. [] Chief, Clerical Refresher Training, instructed [] employees from ORR on 16 May 1957 in the mechanics and operation of the Executive IBM Typewriter. These [] girls showed a great deal of interest and appreciated this special training. 25X1

25X1

6. Completion of Non-Clerical Basic Typewriting Class. [] Chief, Clerical Induction Training completed instructing the eight week Non-Clerical Basic Typewriting Class on 17 May 1957. In this class which was given from 0730 to 0815 each day, [] trainees completed it. 25X1

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The use of the Chalkboard technique was used to introduce the typewriter keyboard. In this way it was possible to cover the alphabet in the first week. At the end of the fourth week, a three-minute timed writing was given. In the last four weeks of training five-minute timed writings were given. The majority acquired a typing speed in the high 20's. Some succeeded in reaching the 30's.

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